



# एसपीएमसीआईएल भविष्य निधि ट्रस्ट

## SPMCIL PROVIDENT FUND TRUST

**Note:-This Notice is being published only as an abundant precaution and is not an open invitation to quote against this tender. Participation in this Tender is by invitation only and is limited to the selected Chartered Accountants' Firms, who have been sent this Tender by Post/ Courier. Unsolicited offers are liable to be ignored.**

Ref. No.: SPMCIL/Trust/PF/1925/16-17/839-841

Dated: 5<sup>th</sup> May, 2016

### Limited Tender Enquiry

**Subject: - Appointment of C & AG empanelled Chartered Accountants' Firms for auditing the accounts of SPMCIL Provident Fund Trust for the Financial Year 2015-16.**

The Company, Security Printing and Minting Corporation of India Limited (SPMCIL) is a Miniratna Category-I CPSE wholly owned by Government of India. The Company was incorporated on 13.01.2006 after corporatisation of nine units functioning under Department of Economic Affairs, Ministry of Finance and engaged in printing of currency notes, stamp papers, passports, postal stationery, minting of circulating and other coins and manufacturing of security paper, etc.

2. SPMCIL Provident Fund Trust was established by SPMCIL for taking care of provident fund accumulations of combined option optee employees and being governed by the Provident Fund Act, 1925 and rules framed thereunder. Approximately 2,800 employees are covered under SPMCIL Provident Fund Trust and it has an accretion of approximately ₹30 Crores during the year 2015-16. The Trust started its operations w.e.f. April 2011. Provident Fund Contribution and Loans & advances of the members of SPMCIL Provident Fund Trust is being managed at Corporate Office at New Delhi. Total corpus of the Trust up to financial year 15-16 is approximately ₹192 Crores.

3. SPMCIL Provident Fund Trust has requested C & AG to provide a list of Delhi based, C & AG empanelled Chartered Accountants' firms for consideration to appoint as Statutory Auditors of SPMCIL Provident Fund Trust for F.Y. 2015-16. C & AG has vide their letter dated 22.04.2016 has provided a list of 10 Delhi Based Chartered Accountants' firms empanelled with them and your firm is one of those firms suggested by C & AG. Since only one firm can be appointed as Auditors of the trust, we request you to provide your financial bid clearing mentioning the fees to be charged from the SPMCIL PF Trust for acting as Statutory Auditors of the trust for F.Y. 2015-16.

4. **The scope of work shall consists of verification of-**

- Compliance of receipt of monthly contribution, disbursement of Loans and advances, Settlement of Provident fund accumulations;
- Compliance of Statutory Provisions and rules;
- Compliance of Investment guidelines;
- Compliance of all other applicable rules and Provisions;

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As prescribed under the SPMCIL Provident Fund Trust Deed & Provident Fund Act, 1925 and rules framed there under. Accordingly, CA firm shall be required to submit their audit report and observation to the Board of Trustees of SPMCIL Provident Fund Trust based on their audit of Books of Accounts of the Trust.

5. **Terms and Conditions for submitting the offer/Quotation are as follows:-**

a) Out of the selected Chartered Accountants' firms to whom this tender has been sent by Post/Courier may submit most competitive rates in a sealed envelope only which shall be addressed to **"The Trustees, SPMCIL Provident Fund Trust-1925"**, 16th floor, Jawahar Vyapar Bhawan, Janpath, New Delhi- 110001 **on or before 30.05.2016 latest by 12:15 PM and to be opened at 12:30 PM on the same day.** This envelope may be dropped in our Tender Box kept at reception of the office in case of hand delivery or may be sent by Post but must reach before the stipulated date & Time.

b) Interested firm have to quote the fees/rates clearing mentioning the amount for Audit exclusive of service Tax but it shall be inclusive of all the expenses in relation to meeting the cost of travelling and/or boarding or any other expenses in connection to audit of the books of accounts. No additional amount is payable on account of Boarding/Lodging of the Auditors or their Team members. Audit Firm has to meet all the out of pockets expenses on their own accord.

c) Interested firms have to submit their offer in the format given below:-

	Particulars	Amount in ₹
(i)	Fees for the Audit of Trust for FY 2015-16 (Including out of Pocket expenses)	
(ii)	Service Tax (as Applicable at the time of offering the Quotation)	
<b>Grand Total (i)+ (ii)</b>		

d) Non acceptance of the offer by the firm if the same is shortlisted by the trustees may lead to blacklisting of the firm and/or firm may be debarred from future participation.

e) **Offer shall remain valid for at least 60 days from the day of opening of bids.**

f) Quotations received after stipulated date/time will not be considered. SPMCIL PF Trust shall not be responsible for any postal delay. Participants to ensure the timely delivery of quotations.

g) Quotations received through Fax/ E-Mail or in open condition will not be considered.

h) Envelope containing the quotation should be marked as **"Quotation for appointment as statutory auditors of SPMCIL Provident Fund Trust-1925 for 15-16."**

i) Interested Participants are advised to visit our website [www.spmcil.com](http://www.spmcil.com) for more details under latest tenders by SPMCIL.

j) The offers/Quotations shall be accepted only from list of chartered accountant firm enclosed with this Tender.

k) Mere invitation to quote or receipt of quote shall not bind the Trust to accept the bid/Quotation from the offerer. The Decision of the Trust in this respect shall be final and binding on the bidders.

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l) Quotation against the tender shall be offered in separate envelope and neither the quotation nor the envelope shall be clubbed with any other quotations being invited by the Trust or any other Trust of the SPMCIL and shall be sent separately against each tender. If single quotation letter is offered for different Tenders or even different quotations against different tenders is offered in single envelope, same will not be entertained and all quotation offered on a single letter or different quotations in a single envelope may lead to disqualification.

6. Evaluation of offers shall be done in following manner:-

- a) The firm quoting lowest price (exclusive of Service Tax amount) for auditing the Books of accounts of the Trust shall be considered for appointment as statutory auditors.
- b) In case of equality of lowest price, the chartered accountant firm having maximum partners shall be considered for appointment. In case of equality of the that condition too, The firm having the senior most Chartered Accountant as per enrolment date in the Register of Members of ICAI shall be considered for offer.
- c) In case of any participants has offered their Fees/Price inclusive of Service Tax then it will be assumed that applicable service Tax i.e. 14.5% has been included in the Price and basic price shall be taken accordingly.
- d) If no information about the Service tax component has been provided in the quotation, it shall be assumed as exclusive of service Tax and assumed accordingly.

7. Notwithstanding anything stated above, SPMCIL Provident Fund Trust-1925 reserves the right to reject the tender or not to appoint any of the participants against this tender even if the participant fulfills all the conditions mentioned as above anytime without assigning any reason for the same.

Yours Faithfully  
For, SPMCIL Provident Fund Trust-1925

*Sanjai Maheshwari*

**Sanjai Maheshwari**  
Trustee